

APPROVED

**BOARD OF DENTISTRY
NEW MEMBER ORIENTATION**

Friday, August 3, 2007

**Department of Health Professions
6603 W. Broad St, 5th floor
Richmond, Virginia**

CALL TO ORDER: The meeting was called to order at 9:15 a.m.

PRESIDING: Paul N. Zimmet, D.D.S., President

MEMBERS PRESENT: Myra Howard

STAFF PRESENT: Sandra K. Reen, Executive Director
Howard M. Casway, Sr. Asst. Attorney General

ORIENTATION: Dr. Zimmet welcomed Ms. Howard to the Board and explained the composition of the Board. He reviewed the Board's duties to license, regulate and discipline dentists and dental hygienists then noted the current issues before the Board.

Mr. Casway explained his role with the Board and discussed the powers and duties of health regulatory boards, the major provisions of the Dentistry Chapter of the Code of Virginia, the Regulations Governing the Practice of Dentistry and Dental Hygiene, the Administrative Process Act and the Freedom of Information Act.

Ms. Reen reviewed the Board's structure and staffing then discussed case management procedures by walking through the Probable Cause Review form. Ms. Reen also reviewed the state's policies on travel, per diems and reimbursement requests and then noted the various laws, regulations and documents in the member's reference handbook.

Ms. Howard expressed her appreciation for the orientation and for the opportunity to serve the Commonwealth.

ADJOURNMENT The training was adjourned at 11:55 a.m.

Paul N. Zimmet, D.D.S., President

Sandra K. Reen, Executive Director

Date

Date